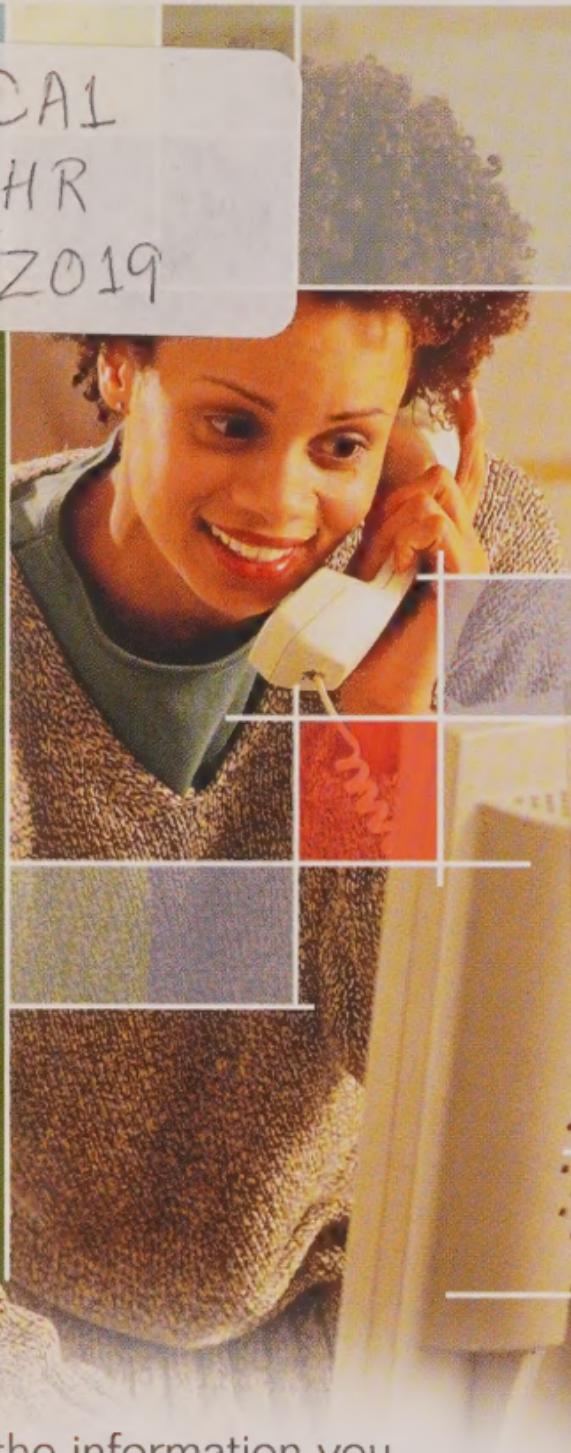


Jobs, Workers, Training and Careers

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www.jobsetc.ca



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HM-563-03-04

Find the information you need to get that job and achieve your career goals — from one convenient **on-line** source for interactive tools and information



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of Canada

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Canada

Are you

- looking for a job?
- considering a career change?
- thinking about learning new skills?
- seeking information on workers' rights and workplace issues?
- exploring the best course of action for your job future?

Jobs, Workers, Training and Careers offers a wealth of reliable and timely information and the interactive tools to help you find a job, make career decisions and achieve your career goals.

With four main categories, the site is organized to help you pinpoint the information you need. The interactive tools can be accessed via the feature bar at the top of each Web page or through links provided under the main categories.

JOBS gives you the information you need to find a job

- Search thousands of current job listings from across Canada, in the federal and provincial governments and the private sector, through links to job sites, specialty job sites and placement agencies.
- Find valuable information on job search techniques, such as how to market yourself, locating unadvertised jobs and wage subsidy programs.
- Explore other ways of working, such as self-employment, telework, international work or volunteer work.

WORKERS helps you manage your work life

- Find out all you need to know about workers' rights, workplace legislation, and workplace issues such as health, safety and workplace wellness.
- Get information about pensions, insurance and other support programs available to workers.
- See what's current in workplace innovation and research.

TRAINING/LEARNING gives you information on how to gain the skills you need

- Explore a range of training/learning options — from distance learning, to apprenticeship, to university programs.
- Get information on how to finance your learning, such as scholarship, bursary, loan and grant programs.
- Check out the database of training institutions across Canada to find the one that's right for you.
- Find the educational resources you need as an adult learner.

CAREER EXPLORATION helps you make informed career decisions

- Identify career options that suit your interests, strengths and skills.
- Explore whether self-employment is an option for you.
- Find out about the latest trends, employment prospects, salary ranges, skilled trades and occupations that interest you.



INTERACTIVE TOOLS

Job Search

- ◎ Use this feature to search for postings in a broad range of occupations, by job title or keyword and in specific communities across Canada.

Job Alert

- ◎ Have new job advertisements that match your search criteria e-mailed directly to you daily.

Resume Builder

- ◎ Create on-line resumes for your own use or to apply on-line for specific federal government jobs. Resume-writing tips and sample resumes are also available to help you.

iQuizzes

- ◎ Gain insight into the types of jobs and ways of learning that best suit you. Discover more about your abilities, interests and preferences, as well as your unique style of thinking, understanding and learning.

Learning Plan

- ◎ Create a personal learning plan specific to your situation, using the learning plan template.

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and make career decisions

WHAT IF ...

This specialized section provides information on a variety of specific working and learning situations. For example, if you want to change careers, go back to school, or are recently out of work, click on the appropriate link to explore several options, and obtain useful information related to that particular situation.

Jobs, Workers, Training and Careers can also be accessed from the Canada Site (www.canada.gc.ca), by clicking on *Citizens*.

If you don't have a computer at home, you can access the site from your office, Community Access Program (CAP) site, Services Canada office, school or library located in your community. Wherever you choose, the information you need is right at your fingertips.

This publication is available on-line at www.jobsetc.ca

To obtain additional copies, contact:

**Human Resources and Skills Development Canada
Public Enquiries Centre**

140 Promenade du Portage, Phase IV, Level 0

Gatineau, Quebec K1A 0J9

Fax: (819) 953-7260

E-mail: pub@hrdc-drhc.gc.ca

This publication is also available in alternative formats through **InfoTouch**. Call 1 800 788-8282 (toll-free) on a touch-tone phone. Requested documents are automatically produced in the format selected and mailed directly to the caller.

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